

Minutes of the 64th Meeting of Faculty Council of Science held Wednesday, November 21, 1990
at 3:30 p.m. in Room 207 Buller Building.

Present: H. Cohen (Chair)
J.P. Svenne
B. Guo
G. Clark
B.L. Sherriff
C.C. Bigelow
M.R. Parameswaran
H. Finlayson
P. King
K. Barker
V. Syrotiuk
J. Gee
R. McGowan
R.A. MacArthur
M. Speare
C. Schwarz
K. Mount
T. Secco
J. O'Neil
I. Suzuki
P. Loewen
G. Soprovich
N. Zorboska
R. Lebrun
B.J. Hann
J.C. Jamieson
Secretary, P.Pachol

D.N. Burton
J. Fabrykowski
A. Thavaneswaran
R.S.D. Thomas
J. Wolski (SSA)
D. Kiz (SSA)
R. Lippens (SSA)
M. Anderson (SSA)
D. Carmichael (SSA)
A. Hunter (SSA)
K. Copeland (SSA)
G. Baldwin
K.L. Sadana
E. Worobec
B. Kunz
R. Wong
S.K. Sinha
R.G. Woods
L. Chan
J. Cullen
H.D. Gesser
A. Gerhard
P.N. Shivakumar
L. Batten
F. Spiring
G.I. Paul

P. McClure

Regrets: N. Chow
J. Finlay
N. Davison
W. Falk
W. Pruitt, Jr.
A.Pagtakhan (SSA)

T. Kucera
N. Losey
T. Booth
J. Shay
M. Samoiloff
G. Drobot (SSA)

Dean Cohen called the meeting to order and asked Council to make a change to agenda item 6(a). Tenure Policies for approval was changed to "for advice of Faculty Council".

1. Introduction of New Members

The following new members of Faculty Council were introduced and a brief academic background given.

Ken Barker (Computer Science)	by P. King
Violet Syrotiuk (Computer Science)	
Ian Ferguson (Geological Sciences), absent	by G. Clark
Nina Zorboska (Mathematics & Astronomy)	by L. Batten
Michael Butler (Microbiology), absent	by P. Loewen
Richard Sparling (Microbiology), absent	
Fred Spiring (Statistics)	by L. Chan
Ross McGowan (Zoology)	by J. Gee
SSA Members:	by M. Anderson (Senior Stick)
Jeff Wolski	
Douglas Kiz	
Dawna Carmichael	
Anthony Hunter	
Rick Lippens	
Krista Copeland	

2. Drive for Excellence

Ms. Elaine Goldie, Private Funding, gave a progress report on the Drive for Excellence and answered questions which were raised.

3. Memorial Tribute to H. Welch

A Memorial Tribute to Dr. Welch was read by Dr. J. Gee, followed by a moment of silence. The tribute is attached and forms a part of these minutes.

4. Approval of Minutes

- (a) The minutes of the 62nd meeting April 17, 1990 were **Approved**.
- (b) The minutes of the Special Meeting October 5, 1990 were **Approved** with the following changes:
 - (i) Page 4 last para. insert the word should after "should".
 - (ii) Page 2 Change the sentence referring to Dr. Parameswaran as follows:
Dr. Parameswaran was critical of the administration and in support of the main motion.

5. Course and Program Change Proposals

These were approved by the Executive Committee and forwarded to Faculty Council for information. No questions were raised.

Dean Burton moved on behalf of the Executive Committee that Faculty Council formally approve the Program for Environmental Science. **CARRIED.**

6. Tenure Procedures

Dean Svenne explained the process followed to arrive at the tenure procedures. The tenure procedures are in two parts: the Tenure Policies and Guidelines to Tenure Applicants. The Tenure Policies and Guidelines were presented for information of Faculty Council and for further advice of the Faculty Council to the Dean. A good deal of discussion followed resulting in the following motions being moved and seconded.

"That the last sentence on page 1 be changed by deleting the word 'partially'."

Vote taken and motion **defeated.**

"That the last sentence of page 2(b) be deleted."

Vote taken and motion **passed.**

"That the second sentence page 2(b) be changed as follows: 'The head's recommendations should not be communicated to the tenure committee.'"

Vote taken and motion **passed.**

The Dean received the advice of Faculty Council and the policy and guidelines were distributed to Department Heads with the request that all members and, especially all untenured faculty, receive a copy of these documents.

7. Other Business

In response to a question raised by Dr. C. Bigelow, Dean Cohen reported that he had presented to the President the resolution with regard to Dean Mackness of the October 5, 1990 Special Meeting of Science Faculty Council.

Meeting adjourned. 5:05 p.m.

H. E. WELCH -- MEMORIAL TRIBUTE

Professor Harold Edward Welch died on May 6, 1990 following an extended illness. Harold accepted the headship of the Zoology Department at the University of Manitoba after working with Agriculture Canada for a number of years. He guided the Zoology Department through an extensive expansion and development period in the late 1960s remaining as Head until 1980. In 1985 he took disability leave.

Harold had a respected international reputation for his research on the taxonomy, systematics, and biology of parasitic nematodes including their use as biological control agents of insect pests. He published extensively and supervised a number of graduate students and postdoctoral fellows. Harold gained and held the respect and admiration of everyone he encountered. He was particularly sympathetic to the problems of undergraduate students. His high exemplary standards in teaching and research was an inspiration to his colleagues.

Harold's administrative and professional service was outstanding and his distinguished career was recognized through many awards and honours. In June 1989, the Zoology Department was named the "H.E. Welch Zoological Laboratories" as a tribute to his contributions to the University of Manitoba. His lucid and lively address at this occasion rekindled memories of the vibrant and dynamic Harold Welch when he was in full health. Harold's sincere and intense dedication to the University and the community engendered a level of respect few achieve. The enthusiasm, wit, humour, and true leadership of Harold Welch will long be remembered by his colleagues and students.

THE UNIVERSITY OF MANITOBA
Faculty of Science
250 Machray Hall

Inter-Departmental Correspondence

Date: Thursday, November 22, 1990

To: All Heads, Faculty of Science
From: H. Cohen, Dean, Faculty of Science
Subject:
Tenure Policies, Procedures and Guidelines

According to article 19.9.1.3 of the Collective Agreement, "the dean, after receiving the advice of his faculty council, shall be responsible for choosing the tenure committee structure, for establishing any criteria and the weightings of these criteria, for making the criteria and weightings known, and for establishing any procedures that he feels should be established at the faculty level for the making of a tenure recommendation ...". At the faculty council meeting of November 21, 1990, I have received and accepted the advice of faculty council, in the form of the attached policy and guidelines. This document is in two parts: the two pages entitled *Tenure Policies*, contain the policies on criteria and weights, and tenure procedures. The second two pages, entitled *Tenure Guidelines*, are a list of items that may be included in a tenure candidate's dossier to support the application for tenure.

Please be sure that all members of your department, and especially all untenured faculty, receive a copy of these documents. It is anticipated that these policies and procedures will be implemented by the next set of tenure committees.



cc: D.N. Burton, J.P. Svenne
F.G. Stambrook, Vice President (Academic)

Criteria for Granting of Tenure of Faculty Members.

According to the Collective Agreement, granting of tenure is to be recommended in light of the following:

- A. the academic needs of the University, and
- B. the established criteria and weightings, and
- C. the duties specifically assigned to the faculty member, and
- D. the assessment of the academic attributes and the performance of assigned duties by the faculty member. The academic attributes normally expected in the Science Faculty are successful teaching, participation in research, publication and scholarly work, and service.

The Normal Requirements.

Attaining or surpassing the minimum criteria for tenure is to be demonstrated over an extended period of time. Normally, this shall be the time from the commencement of the appointment at this University up until the final year of the maximum untenured period. According to the contract, the maximum untenured period for full-time faculty members at the rank of assistant, associate or full professor shall be not longer than six (6) years of full-time service, except for the time spent on a contingent appointment. Assessment may include consideration of performance elsewhere, prior to coming to this University and/or the assessment period may be shortened. The contract permits any faculty member who has completed the equivalent of at least three (3) years of full-time employment to apply for tenure consideration prior to the completion of the maximum untenured period. However, early applicants for tenure are expected to meet the same criteria and have achieved the same level of competence as any member who has completed the maximum untenured period.

The criteria to be met by the candidate, within the constraints of the resources made available by the University and the demands of the Department, are:

1. Competence in teaching, as evidenced by supporting material as appropriate from that listed in the *Guidelines to Tenure Applicants*. This evidence shall include summative evaluations by students.
2. Competence in research, as evidenced by refereed publications and scholarly works. Additional supporting material as appropriate from that listed in the *Guidelines to Tenure Applicants* may also be provided.
3. Effectiveness in service activities as evidenced by items such as those listed in the *Guidelines to Tenure Applicants*..

Items 1 and 2 shall normally carry equal weight, whereas the weighting of item 3 shall be less than that of items 1 or 2. Exceptional competence in 1 or 2 can partially balance weakness in the other of 1 or 2.

Tenure Procedures

Tenure procedures will be as described in Article 19.9 of the UMFA Collective Agreement. The following points are added for clarity:

- (a) The dean shall appoint a faculty-based nucleus tenure committee of three members. This nucleus committee should normally contain both male and female member(s). Four tenured members of the candidate's department shall be chosen to make a voting majority. These four members shall be elected by the academic staff of faculty rank within department. The dean or the dean's designate shall be the non-voting chair of each tenure committee.
- (b) The head shall be a non-voting member of the tenure committee in order to provide factual information on the candidate in response to questions from members of the committee. The head's recommendations should *not* be communicated to the committee.
- (c) In any case where the head or acting head is a candidate for tenure, the head will neither take part in the tenure committee nor submit a recommendation to the dean.
- (d) In the case of a faculty member with an appointment split between two units, the heads in consultation with the dean will establish procedures analogous to those used for other faculty members.
- (e) Members of the tenure committee shall be provided with documentation appropriate to the assessment period, to enable the committee to assess the extent to which the criteria are met. This documentation shall include summative teaching evaluations, course outlines, evidence of research activity, committee activity. The documentation may include other materials appropriate to the assessment of the criteria, as suggested by the examples in the *Guidelines to Tenure Applicants*.
- (f) It is the duty especially of the members of the committee external to the department to ensure that criteria are uniformly applied Faculty-wide, while recognizing the diversity of the various departments of the Faculty.
- (g) A voting member of the committee who voted on the majority side in the final vote shall prepare in writing the recommendation of the committee, outlining the reasons for the decision.

Guidelines to Tenure Applicants.

These guidelines are intended for information to all untenured faculty, and should be made available at the time of appointment.

Examples of supporting documents that *may* be submitted as evidence for the performance assessment:

Teaching.

- Summative evaluations by students **must** be provided.
- Formative, as well as summative, student evaluations may be provided.
- Information on the design of new courses by the faculty member.
- Samples from lecture or laboratory notes prepared by the member.
- Evaluations by peers or the head of the candidate's teaching ability.
- Written comments, or letters from students.
- Assessment by knowledgeable colleagues of assignments and examinations.
- Evidence of graduate student teaching and supervision.
- Assessment by colleagues of seminar and colloquia presentations.
- Published teaching materials, e.g.: texts, notes, computer software.
- Assessment of the success of undergraduate students, in the candidate's course(s), and any subsequent courses dependent thereon.

Research:

- Information from knowledgeable colleagues of the significance of the candidate's published work.
- Information on the development of an independent research program, individual or collaborative, by the researcher since his or her Ph.D. work.
- Information on scholarly or technical reports to private or governmental agencies that may be unpublished, but where some evidence of peer review is provided.
- Extracts from citation indices; however, these should be treated with care.
- Assessment of the extent of an individual's contribution to joint-authored publications.
- Publishing of a book or monograph (or book chapter) at a senior undergraduate or graduate level *may* be evidence of research activity. Its value should be assessed from critical reviews of the book by experts in the field.

- Other creations that could be considered as resulting from scholarly work, such as computer software, inventions and patents.
- Evidence of ability to obtain funding necessary to support a research program at an adequate level. (The *absolute* level of funding, however, should not be taken into consideration.)
- Invitations to deliver scholarly talks, or major addresses to one's peers at other institutions or major National or International conferences.
- Other forms of peer recognition.
- Evidence of effective supervision of graduate students' thesis research.

Service:

Besides lists of committees, or of other service activities, evidence should be provided that may enable the committee to assess the *effectiveness* of the individual in such service activity. These may include:

- Letters from chairs of committees.
- Letters from individuals in the community served by the member.
- Minutes of meetings showing evidence of the member's effective service.
- Reports prepared (or extracts thereof) by the member as part of his or her service to the committee or community organization.

P. Pachol, Secretary
Faculty Council of Science

THE UNIVERSITY OF MANITOBA

Faculty of Science
250 Machray Hall
Office of the Dean

Inter-Departmental Correspondence

November 13, 1990.

TO: All Members of the Faculty Council of Science

FROM: P. Pachol, Secretary

P. Pachol

The 64th meeting of the Faculty Council of Science is scheduled for Wednesday, November 21, 1990 at 3:30 p.m. in Room 207 Buller Building.

Agenda

1. Introduction of New Members
2. Drive for Excellence Presentation -- Elaine Goldie, Private Funding
3. Memorial Tribute to H. Welch
4. Approval of the Minutes:
 - (a) 62nd Meeting dated April 17, 1990 (previously distributed)
 - (b) Special Meeting dated October 5, 1990 (attached)
5. Course and Program Change Proposals: These are approved by the Executive Committee and forwarded to Faculty Council for information. Material has been made available to Department offices for perusal by members. Questions may be raised from the floor. Included in the package is the B.Sc. (Four Year Major) Program in Environmental Science. This program will require approval of Faculty Council.
6. Tenure Procedures
 - (a) Tenure Policies (attached) -- for ^{*advice*} ~~approval~~ of Faculty Council.
 - (b) Guidelines to Tenure Applicants (attached) -- for the information of Faculty Council.
7. Other Business

Att.
/pap